

## CITY CLERK

The mission of the San José City Clerk is to maximize public access to municipal government.

## CITY CLERK

The City Clerk's Office assists the City Council in the legislative process and makes that process accessible to the public by maintaining the legislative history of the City Council and complying with election laws.

Operating expenditures totaled \$2 million\* in 2014-15, an increase of 2 percent from the prior year, but 19 percent lower than ten years ago.

Staffing in 2014-15 remained unchanged at 15 positions over the past year. Ten years ago there were 2.5 fewer positions than in 2014-15.

In 2014-15 the City Clerk's Office conducted a General Election for Districts 1, 3, 7, 9 and the Mayor as well as special elections for District 4. The Office is responsible for open government, campaign finance, lobbyist registration, statements of economic interest, and other public disclosure requirements.

In addition, the Clerk's Office facilitated the disbursement of over 500 grants for the Mayor and Council. The Office also coordinated the recruitment of 47 full-time and 7 part-time staff, and the appointment of 34 interns for the Mayor and City Council Offices.

During the 2015 Boards and Commissions Spring Recruitment, the City Clerk's Office recruited for 82 appointed positions by screening and processing 292 online applications.

\* The Clerk also oversaw \$2.6 million in Citywide expenditures, including \$1.8 million for Elections and Ballot Measures.

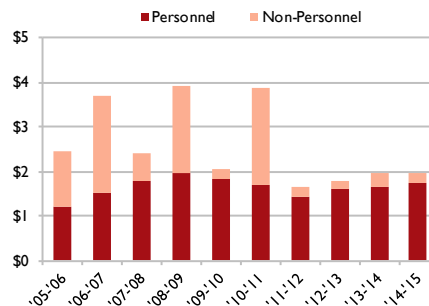
### KEY FACTS (2014-15)

|                                                                             |       |
|-----------------------------------------------------------------------------|-------|
| Number of ordinances processed                                              | 147   |
| Number of resolutions processed                                             | 380   |
| Number of Public Records Act requests processed                             | 1,947 |
| Number of Statements of Economic Interest and Family Gift Reports processed | 2,478 |
| Number of Lobbyist reports processed                                        | 162   |
| Number of contracts processed                                               | 1,400 |
| Number of meetings staffed                                                  | 133   |

### City Clerk's Office: Selected Activities in 2014-15

- Prepared and distributed agenda packets, synopses, and action minutes of City Council and Rules and Open Government Committee meetings and posted them on the City's website. Prepared and distributed minutes for other City Council Committees. Both City Council and City Council Committee meetings were web-cast live, indexed, and archived for on-demand replay.
- Provided access to the City's legislative records and documents. Requests for the City's legislative records and related public documents were received and fulfilled under provisions of the California Public Records Act.
- Reviewed all City contracts for administrative compliance and made them available for review.

City Clerk Operating Expenditures (\$millions)



Note: Spikes in non-personnel expenditures were due to elections in those years. However, beginning in FY 2012-13, election expenditures are included in a separate appropriation and will no longer appear in non-personnel.

City Clerk Authorized Positions

